



**U.S. PRETRIAL SERVICES OFFICE
DISTRICT OF OREGON**

VACANCY ANNOUNCEMENT NO. ORPT-21-07

Position Title: U.S. PRETRIAL SERVICES OFFICER

Term of Employment: Full-Time Regular (FTR), Excepted Service

Classification Level: Court Personnel System, CL 25 – CL 28
Salary Range (\$47,520 - \$107,507) depending on experience and qualifications. Promotion potential up to CL 28 at the discretion of the Chief U.S. Pretrial Services Officer without further competition. Salary matching not guaranteed.

Position Location: U.S. Pretrial Services Office
Mark O. Hatfield U.S. Courthouse, Suite 440
1000 SW Third Ave
Portland, Oregon 97204

Closing Date: Open until filled. First consideration will be given to applicant packets received by Friday, September 24, 2021.

THE POSITION

The United States Pretrial Services Office in the District of Oregon is a career organization focused on providing exceptional service to the Court, members of the legal community and the general public. Currently, we are seeking applicants for a full-time United States Pretrial Services Officer position. More than one position may be filled with this announcement.

Representative Duties:

Pretrial Services Officers assist in the administration of justice and promote community safety, gather information, supervise defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. The Pretrial Services Officer, as a pretrial release investigator and supervision officer, is responsible for providing meaningful assistance to the U.S. District Court in its deliberations and decisions concerning pretrial release of defendants accused of violating federal statutes; and for ensuring public safety through the monitoring and supervision of defendants placed under supervision by the Court.

- Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to court.

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- Runs queries and interprets the law enforcement automated criminal records systems to obtain and verify information.
- Evaluates information and prepares a report for the judicial officer prior to the Initial Appearance hearing with an assessment of risks of non-appearance and danger to the community.
- Makes recommendations regarding bail and/or release or detention of the defendant.
- Attends court hearings to represent Pretrial Services, provide additional information, and to stay current of the case status and requirements of the Court's orders.
- Testifies in court when necessary.
- Communicates with other organizations and personnel (U.S. Marshals Service, other law enforcement agencies, Bureau of Prisons, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identifies and reports violations of the Order Setting Conditions of Release and implements appropriate alternatives and sanctions.
- Investigates violations, prepares written reports for the Court, and recommends actions to be taken by the Court.
- Conducts community contacts.
- Performs other duties as assigned.

This list is intended to reflect typical duties and does not include all duties or special work assignments. A United States Pretrial Services Officer must be able to manage multiple priorities in a fast-paced work environment to perform at an acceptable level. The workload is case driven and extremely time sensitive. Work in excess of 40 hours per week may be required to meet the demands of the Court.

Employees may need to travel in the performance of their statutory duties. A driver's license is required. The ability to prepare well written reports in a short period of time, apply effective time management skills, and work with limited supervision will ensure acceptable performance of the duties assigned and required by law.

QUALIFICATIONS

Education Requirements:

Completion of a bachelor's degree from an accredited college or university is required for all probation and pretrial services officer positions. Fields of academic study may include criminal justice, criminology, psychology, sociology, human relations, business, law, or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Minimum Qualifications:

One year of specialized experience, which is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigation experience, is not creditable. For applicants with federal experience, the one year of specialized experience must, at a minimum, be equivalent to work at CL-23;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic

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Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;

or

Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

To qualify at the CL-27 level, candidate must possess two years of specialized experience, or completion of a master's degree in a field of study closely related to the position, or Juris Doctor (JD) degree.

To qualify at the CL-28 level, candidate must possess at least two years of specialized experience.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to candidates with prior judiciary experience.

Medical Requirements:

The duties of pretrial services officers require the investigation and management of alleged criminal offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities in the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

Maximum Entry Age:

First-time appointees to positions covered under the law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#);
2. Letter of Interest (Cover Letter), which includes a narrative statement that addresses your qualifications, skills and relevant experience;
3. Chronological resume;
4. List of 3 professional references with telephone and email contact information;
5. "Unofficial" University Transcripts
6. Your last 2 performance evaluations (if unavailable, please provide explanation in cover letter); and
7. Most recent SF-50 (if current or former employee of US Courts).

Send application packet via email to **hr2@ord.uscourts.gov** in pdf form and include "ORPT-21-07 USPSO" in the subject line. All documentation should be combined into one pdf. Application forms are available on the District of Oregon's website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** For first consideration, these items should arrive at the Court no later than 4:30 pm on Friday, September 24, 2021.

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Verification of employment, education, and reference checks will be made prior to any offer of employment.

CLICK THESE LINKS FOR FURTHER INFORMATION

[EMPLOYEE BENEFITS](#)

[CONDITIONS OF EMPLOYMENT](#)

[ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON](#)

The United States Pretrial Services Office for the District of Oregon is an Equal Opportunity Employer.